

COURT REPORTERS BOARD OF CALIFORNIA

STUDY GUIDE

ENGLISH EXAMINATION

ENGLISH (Written/Objective): Includes proofreading for punctuation, spelling, and word usage; vocabulary; and theoretical grammar questions. This test contains 100 items to be completed in ninety minutes. Seventy percent (70%) is required to pass.

The following are examples of test questions:

VOCABULARY: Select the correct definition.

Example: PRINCIPLE

- A. figure
- B. money
- C. rule
- D. officer

Key: A B C D
 ? ? ? ?

THEORETICAL GRAMMAR, WORD USAGE, AND CAPITALIZATION: The questions in this section are composed of four sentences that are identical except for two words or word groups in each that are underlined. You must select the letter of the sentence in which both of the underlined words or word groups are used correctly and mark that letter on your answer sheet. (Punctuation is **not** tested in this section.)

Examples:

1. A. She is the only one of those women who is never late for her appointments.
B. She is the only one of those women who are never late for her appointments.

- C. She is the only one of those women who is never late for their appointments.
- D. She is the only one of those women who are never late for their appointments.

Key:

A	B	C	D
?	?	?	?

2. A. We were apprised that we could go to any city in south America.
- B. We were apprised that we could go to any city in South America.
- C. We were appraised that we could go to any city in South America.
- D. We were appraised that we could go to any city in south America.

Key:

A	B	C	D
?	?	?	?

PROOFREADING FOR PUNCTUATION, SPELLING, AND WORD USAGE: This section consists of twelve cases of four lines each. You must determine which of the four error types listed below is contained in each line. Error types may be used more than once in each case. Thus, every case does not necessarily contain every error type. Each line is graded.

- A. Punctuation error: Commas, period, interregs, quotes, dashes, apostrophes, or colons that are used incorrectly, omitted, or misplaced. (Apostrophes are graded as punctuation errors, e.g., its, it's.)
- B. Spelling error: A word that is misspelled and forms no valid word, i.e., negligence.
- C. Word usage error: A word that is spelled correctly but is used incorrectly, e.g., principle/principal.
- D. No error: The line contains no errors.

Examples:

CASE 1:

1. The defendent failed to appear on the continued
2. date, moreover, he failed to notify either the
3. Court or his attorney. The judge sighted him for
4. contempt of court and issued a bench warrant.

Key:

	A	B	C	D	
1.	?	?	?	?	“Defendent” is misspelled
2.	?	?	?	?	Needs terminal punctuation after “date.”
3.	?	?	?	?	“Sighted” should be “cited.”
4.	?	?	?	?	No error.

CASE 2: (Try this one yourself.)

5. The itinerrant worker had no money with which
6. to buy gas so he asked a passing stranger
7. to lone him a few dollars. The stranger,
8. seeing the desperation in the man gave him \$10.

	A	B	C	D
5.	?	?	?	?
6.	?	?	?	?
7.	?	?	?	?
8.	?	?	?	?

PROFESSIONAL PRACTICE EXAMINATION

PROFESSIONAL PRACTICE (Written/Objective): Includes legal and medical terminology, use of reference materials, legal procedures, reporting practices, knowledge of codes, ethical considerations, and related topics. This test contains 100 items to be completed in ninety minutes. Seventy-five percent (75%) is required to pass.

The following are examples of test questions:

Select the correct definition.

1. The deletion of material from an individual's criminal record is called an
 - A. excoriation
 - B. expulsion
 - C. expungement
 - D. expurgation

Key:

A	B	C	D
?	?	?	?

2. Which one of the following would one expect a chiropractor to administer?
 - A. novocain
 - B. platelets

C. nitroglycerin

D. ultrasound

Key:

A B C D

? ? ? ?

3. What controls the storage of deposition notes?

A. local policy

B. Court Reporters Board

C. state statutes

D. court rules

Key:

A B C D

? ? ? ?

The following codes, regulations, and rules may be tested:

Business and Professions Code, Section 8000, et seq. relating to CSR licensing, professional conduct, and discipline of certified shorthand reporters.

California Code of Civil Procedure, Sections 1013, 1991, 2003, 2004, 2005, 2012, 2013, 2020, and 2025.

California Rules of Court relating to duties of a court reporter in preparing transcripts in court proceedings.

California Government Code relating to duties for a court reporter in preparing transcripts and fees for transcripts in court proceedings.

California Penal Code relating to duties of a court reporter in preparing transcripts and fees for transcripts in court proceedings.

California Labor Code Section 5710 relating to transcript fees in Workers' Compensation proceedings.

Title 16 of Professional and Vocational Regulations, Division 24, relating to duties and ethics of certified shorthand reporters.

State and federal citations (knowledge to recognize parts of citations)